

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
**PROCUREMENT DIVISION**

10 Hotel Street  
Warrenton, Virginia 20186  
Phone: (540) 347-8656 Fax: (540) 347-5753

**NOTICE OF CONTRACT RENEWAL**

1. DATE: September 25, 2000
2. COMMODITY NAME: Liquified Petroleum (HD5 Grade Propane)
3. CONTRACT NUMBER: 30-98smc
4. SUPERCEDES: B680014-01
5. CONTRACT PERIOD: December 1, 2001 through November 30, 2002
6. RENEWAL OPTIONS: One (1) One Year Terms
7. CONTRACTOR: Columbia Propane (V/N 633790)  
PO Box 35800  
Richmond, VA 23235  
PH (804) 327-1300 FX (804) 327-1307  
LOCAL NUMBER: PH(540) 788-4472 (Catlett)
8. TERMS: Net 45
9. DELIVERY: Automatic fill or on-call basis  
F.O.B. FCG&PS locations
10. FOR FURTHER INFORMATION CONTACT: Susan Monaco, Buyer  
PH (540) 347-8769
11. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

By: \_\_\_\_\_  
Susan R. Monaco, CPPB  
Senior Buyer, FCG&PS Procurement

## INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An exception to this shall be the use of the pre-approved utilities voucher by the Contract Administrator only. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 347-8655 or 8669.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Renewals: As stated on the face of this notice, one (1) one-year term remains on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
6. Fuel Price: Total selling price is calculated using the base purchase price plus the *firm, fixed contract markup price of \$ .2568/gallon*. Base purchase price will fluctuate with the monthly posting of the Apex of NC, as stated in the original bid documents, and a monthly statement of the current commodity price shall be kept on file for verification.
7. Price Adjustments: Changes to the markup portion of the total selling price will be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.